



**THE SCHOOL DISTRICT OF
PALM BEACH COUNTY, FL**

**ALLISON MONBLEAU
DIRECTOR**

**JOSEPH SANCHES
CHIEF OPERATING OFFICER**

SCHOOL FOOD SERVICE
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September 05, 2023
Bulletin #EP 24-080 COO

Contact(s):

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**Action By:
November 10, 2023**

TO: Elementary School Principals
FROM: Joseph Sanches / Chief Operating Officer
SUBJECT: LUNCHROOM AIDE POSITIONS AND TRAINING

Each elementary school is able to hire one (1) part-time lunchroom aide position funded through School Food Service (SFS). This position is intended to provide assistance to students during the lunch time, as well as to help clean the tables between lunch periods.

The position is a three-hour-per-day temporary position. If filled by a current employee, the expectation is that they work no more than forty hours combined each week to avoid overtime expense. For example, if the position is filled by a current employee who already works 20 hours per week, then the combined total would be 35 hours per week. If, however, the current employee already works 30 hours per week, then that person would only be allowed to work an additional 10 hours as a lunchroom aide. No overtime expenses should be incurred as a result of this job combination.

Additionally, in order to remain in compliance with United States Department of Agriculture regulations, all Lunchroom Aides funded by SFS must complete four (4) hours of annual training. The staff will automatically be enrolled in courses and will receive notification through email to the address specified in PeopleSoft. The training should be completed by returning staff no later than November 10, 2023, and by new employees within 30 days of being hired.

The job description for the Lunchroom Aide is attached to this bulletin.

Attachments

Approved: _____


Michael J. Burke, Superintendent

TITLE: *LUNCHROOM AIDE*

QUALIFICATIONS:

1. Minimum eighth grade education.
2. Ability to follow directions in English.
3. Demonstrated ability to work with diverse groups, and effectively communicate.

PERFORMANCE RESPONSIBILITIES:

Essential Functions:

1. Follows detailed instructions and defined practices and routine procedures to observe and assist pupils during cafeteria hours.
2. Provides students with needed assistance such as opening packages and encouraging students to eat their meal during the designated time frame.
3. Instructs students to follow health and safety practices and to observe good manners.
4. Assists students in checking that tables are clear and free of trash.
5. Participates in annual/ongoing training and education initiatives related to the position's food service role as promulgated by the USDA Food and Nutrition Service and evolving department standards.

Performance Effectiveness Criteria:

In addition to the employee being responsible for each of the performance responsibilities listed herein, annual progress will be assessed with respect to support and achievement of the District Strategic Plan and associated applicable scorecards.

Additional Job Functions:

1. Follows adopted policies and procedures in accordance with School Board priorities.
2. Conducts oneself in the best interest of students, in accordance with the highest traditions of public education and in support of the District's Mission Statement.
3. Performs other duties as assigned.

New: 02/03
Revised: 01/16; 01/18
Salary Level: B6
FLSA Status: Non-Exempt

Capable of lifting/carrying 20 lbs. and occasionally up to 50 lbs.; some physical activity required.